



LOS ANGELES COUNTY EMPLOYER ASSISTANCE GRANT FUND

FREQUENTLY ASKED QUESTIONS

Q: HOW CAN MY BUSINESS ACCESS CARES ACT FUNDING?

A: The Los Angeles County Workforce Development, Aging, and Community Services Department was allocated \$60 million in CARES Act funding to assist the business community in the wake of the COVID-19 pandemic. \$46 million of that funding will be deployed through the three grant funds outlined below.

Businesses/organizations may only apply for one of the following funds:

- Pandemic Compliant Fund – Awards up to \$5,000 per business to help businesses employing 1-100 employees, offset costs related to compliance with local health orders and recommended safety measures. Prioritizing funding awards to the most heavily disadvantaged communities in the County.
- General EAG Funds - Awards up to \$25,000 to businesses employing 1-100 employees that have been impacted by COVID-19 for a variety of eligible uses. Prioritization will be given to businesses based on CalEnviroscreen 3.0 scoring and to those businesses that have not received local CARES Act grants. Businesses not located in the City of LA will be prioritized. Prioritizing funding awards to the most heavily disadvantaged communities in the County.
- Social Impact Funds - Awards up to \$50,000 to support LA County Social Enterprises, Social Community Business Enterprise (CBEs) and B Corporations. Prioritization will be given to Social Enterprises. Others will be prioritized by CalEnviroscreen 3.0 scoring and those that have not received local CARES Act grants.

Q: WHAT KIND OF BUSINESSES OR ORGANIZATIONS QUALIFY FOR THESE GRANT FUNDS?

A: For Pandemic Compliant Fund

- Business has never been debarred from receiving funding from or contracting with the Federal government, the State of California or Los Angeles County.
- Must employ at least 1 and no more than 100 employees at the time of application.
- Businesses or non-profits located in Los Angeles County and registered by the State of CA can apply except for marijuana dispensaries, tobacco stores, liquor/wine stores, adult parlors and casinos.
- Businesses must expend funds between March 1, 2020 and December 30, 2020.
- Business must self-attest that they will follow all state and local public health orders.



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For General Employer Assistance Fund

- Business has never been debarred from receiving funding from or contracting with the Federal government, the State of California or Los Angeles County.
- Businesses located in Los Angeles County and registered by the State of CA can apply except for marijuana dispensaries, tobacco stores, liquor/wine stores, adult parlors and casinos.
- Have been established on or before December 4, 2019.
- Between 1 and 100 employees at the time of application.
- Experience economic hardship, impact and need as a result of COVID-19 demonstrated by a decrease in net income between Q1 and Q2 of 2020.
- Businesses must expend funds between March 1, 2020 and December 30, 2020.

For Social Impact Fund

- Businesses located in Los Angeles County and registered by the State of CA can apply except for marijuana dispensaries, tobacco stores, liquor/wine stores, adult parlors and casinos.
- Business has never been debarred from receiving funding from or contracting with the Federal government, the State of California or Los Angeles County.
- 501(c)(3) or 501(c)(19) approval letter, if applicable.
- Have been established on or before December 4, 2019.
- Experience economic hardship, impact and need as a result of COVID-19 demonstrated by a decrease in revenue between Q1 and Q2 of 2020.
- Businesses must expend funds between March 1, 2020 and December 30, 2020.

Q: HOW DO I KNOW WHICH GRANT FUND IS RIGHT FOR MY BUSINESS OR ORGANIZATION?

A: First, based on the specific list or certification for your business/organization you were invited via email to apply. Second, we strongly encourage all applicants to review the eligibility requirements for each grant fund to ensure that you meet the requirements, and determine if any of the grant fund opportunities is right for your business/organization.

Q: HOW DO I KNOW IF I AM A CERTIFIED COMMUNITY BUSINESS ENTERPRISE, SOCIAL ENTERPRISE, OR B CORPORATION?

A: Only businesses/organizations certified as a Community Business Enterprise, Social Enterprise, or B Corporation are eligible to apply for the Social Impact Fund. You can check the LA County vendor certification list to verify if you're a certified social enterprise or community business enterprise: <https://camisvr.co.la.ca.us/LACoBids/CertList/VendorCert>.

Q: WHAT KINDS OF EXPENSES ARE ALLOWABLE?

A: Pandemic Compliant:

- Personal Protective Equipment (PPE)
- Physical business modifications to allow for social distancing



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A: General & Social Impact:

- Payroll for employees providing COVID-19 response (e.g. front-line health workers, social service providers, etc.)
- Mortgage payments
- Rent
- Utilities
- Inventory
- Supplies
- Cost of Goods Sold
- Employment training
- Cost of converting to on-line sales and/or delivery
- Liability Insurance
- Personal Protective Equipment (PPE)
- Expenses for public safety measures undertaken in response to COVID-19
- Expenses for acquisition and distribution of medical and protective supplies, including sanitizing products and personal protective equipment
- Expenses to allow employees to work remotely/from home (remote access equipment such as phones, computers, printers, etc., software and corresponding licenses, etc.)
- COVID-19 public health precautions
- Expenses for food delivery to residents, including, for example, senior citizens and other vulnerable populations, to enable compliance with COVID-19 public health precautions.
- Expenses to facilitate distance learning, including technological improvements
- Expenses for property modifications to comply with safety guidelines.
- Nonprofit essential safety net services to County residents such as housing, food, employment search, and transportation in response to the COVID-19 pandemic.

Q: WHAT KINDS OF EXPENSES ARE UNALLOWABLE?

- A:**
- Any costs that are already covered by restricted funding sources, any federal program and in particular federal or local CAREs Act funding.
 - Payroll expenses for employees whose work duties are not substantially dedicated to mitigating or responding to COVID
 - Workforce bonuses except if for hazard pay
 - Severance pay
 - Medicaid
 - Damages covered by insurance
 - Tax liens, legal judgements or lobbying activities



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Q: WHAT DOCUMENTS DO I NEED TO SUBMIT WITH THIS APPLICATION?

A: Businesses/organizations will be required to upload all the required documents listed below. Unfortunately, due to the volume of applications incomplete applications will be disqualified. All documents should be clear and legible.

1. California Secretary of State – Certificate of Status (Active and Good Standing) in PDF format.
2. Valid and up to date Business license (if applicable). Pursuant to the County of Los Angeles (County) Code, any business, located in the unincorporated area of the County or in the cities of Malibu, Santa Clarita, or Westlake Village, that conducts a business activity that may have an impact on the health, welfare or safety of the public must hold a County Business License to conduct that activity. Some businesses may require more than one County Business License.
3. 501(c)(3) or 501(c)(19) approval letter, if applicable.
4. Legible, complete, signed and Federally accepted Federal business tax returns for 2019 or [if business tax returns for 2019 has not yet been submitted], business tax returns for 2018 and an IRS accepted 2019 extension.
5. January and August business bank statements from 2020.
6. Business owner(s) valid identification card(s) (e.g., driver's license, State ID, CityKey ID, or consular identification card/matricula).
7. Completed and signed Form W-9.
8. Payroll records verifying your number of employees as of your application date.
9. Profit and Loss Statements for Q1 and Q2 2020 (only for those applying for the Employer Assistance or Social Innovation Funds).

Q: HOW DO I GET MY CALIFORNIA SECRETARY OF STATE – CERTIFICATE OF GOOD STANDING?

A: Go to <https://businesssearch.sos.ca.gov/> and search your business name. Click on your business name and then order your certificate for a cost of five dollars. Your certificate will be emailed to you by the Secretary of State.

Q: HOW WILL I KNOW IF MY APPLICATION HAS BEEN APPROVED OR DECLINED?

A: Applicants will be notified via email 3-4 weeks from the date of their submission regarding whether their application has been approved or declined.

Q: WHO CAN I CONTACT IF I HAVE ADDITIONAL QUESTIONS?

A: For your convenience, you may speak with a representative at the Los Angeles County Disaster Help Center by calling (833) 238-4450 to receive additional Technical Assistance.

If you prefer to submit questions by email, you may send your request for additional information to Bizdev@wdacs.lacounty.gov.